



Chickahominy Indian Tribe Vacancy Announcement

Open Position: Community Program Generalist

Work Location: Charles City, VA with some telework flexibility

Position Summary: The Community Program Generalist will begin in January 2023 and is a one-year, full-time position (1 FTE) within the Chickahominy Program Management and Compliance Office (PMCO). Her/his responsibilities will include support of tribal council and working group activities. The Generalist will attend trainings to develop knowledge, skills, and abilities (KSA) in the program areas of Youth Development and Education, Health and Well-Being, Economic Development, Cultural Resource Management, and Natural Resource Management. S/he will also be required to attend training in program development, grant writing processes, funding opportunities, and compliance issues unique to her/his program area specialties. The Generalist will work closely with the Project Director, the Assistant Project Director, and the working groups and as a resource for policy development, strategic plans, program research, grant projects and reporting, and project staff support. Once programs are initiated, the Generalist will facilitate monitoring and evaluation to ensure success.

Salary and Benefits: The salary for this position is \$50,000 per year. Benefits for eligible employees working 20 or more hours per week include paid time off (PTO), paid holidays, and bereavement leave. Aflac is currently offered at the employee's expense. Beginning March 1, 2023, health insurance (partial employer contribution) and additional voluntary benefits will be offered to eligible employees.

Position Responsibilities:

- Manage, monitor, and assess KSA development related to program areas of Youth Development and Education, Health and Well-Being, Economic Development, Cultural Resource Management, and Natural Resource Management;
- Attend training in program areas of Youth Development and Education, Health and Well-Being, Economic Development, Cultural Resource Management, and Natural Resource Management (including the Tribe's Indian Housing Program and any future Indian Health Service Programs), and economic development;
- Attend training in grant writing and management, program development, and program area specific compliance;
- Aid assigned program area working groups in the development of program area specific policies and procedures;
- Coordinate with working groups to develop and finalize program policies and procedures;
- Aid assigned program area working groups in the development and writing of grant project proposals;
- Facilitate monitoring and evaluation of active programs; and
- Work with the Project Director, Assistant Project Director, project consultants, and tribal volunteers to ensure that all processes are standardized and that working group activities respond to project objectives and needs;
- Work with the Project Director and Assistant Project Director in tracking Project Volunteer Hours, Project Reporting Data Gathering, Survey Development, and Program related research, and Program Event planning and implementation;
- Other duties as assigned



Position Requirements:

- Ability to travel frequently to attend required training opportunities;
- Ability to communicate effectively in writing and orally;
- Ability to understand and comply with federal, state, local and tribal laws and regulations concerning grant administration;
- Ability to work well with others including staff, governmental, and institutional representatives, volunteers, and the public;
- Ability to work unsupervised in a virtual work setting when necessary;
- Highly proficient in Microsoft Office (Word, Excel, PowerPoint).

Position Qualifications:

- Minimum of high school diploma or GED;
- One to three years of professional business, government, or tribal government experience; or
- Any combination of experience, education, or training that would support the required knowledge and abilities is also qualifying.

Application Process:

- Applicants must submit a completed job application, cover letter, and resume.
- Applications will be accepted until the position is filled.
- Incomplete and late applications will not be considered.
- Applications may be mailed to:
Chickahominy Indian Tribe
ATTN: Lindsey Johnson
8200 Lott Cary Rd
Providence Forge, VA 23140
- Applications may also be emailed to Lindsey.Johnson@chickahominytribe.org.
- The Chickahominy Indian Tribe observes Indian Preference in its hiring practices. The legal authority for Indian Preference can be found in Title 25, United States Code (USC) 472, 472a, and 47; Title 25, Code of Federal Regulations, Part 5. The CIT will place all qualified applicants into one of three hiring categories listed below, in order of preference:
 - Chickahominy Indian Tribal Citizen
 - Citizens of other federally recognized Indian Tribes
 - General applicants